



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Negros Oriental

**OFFICE MEMORANDUM**

OSDS-2024- 0003

To: **DR. MARCELO K. PALISPIS**  
OIC, Office of the Asst. Schools Division Superintendent  
This Office

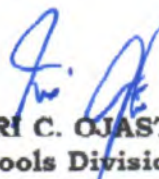
**OFFICE-IN-CHARGE DESIGNATION**

1. In view of some important concerns to attend to on January 5 and 8, 2024, you are hereby directed to take charge of this Office on the aforesaid dates.
2. As **OFFICE-IN-CHARGE**, you are authorized to sign travels and act on communications and reports that are routine in nature. In addition, you are also authorized to sign checks and other documents related to financial transactions and the like. All others, particularly those that are policies determining shall be held in abeyance until such time I report back to this Office.
3. You shall sign papers in the following manner:

By Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS, EdD**  
OIC, Office of the Asst. Schools Division Superintendent  
**Office-In-Charge**

4. For your information and guidance.

  
**NERI C. OJASTRO, EdD, CESO V**  
**Schools Division Superintendent**  
Office of the Schools Division Superintendent

NCO/OSDS/NCO/bing  
January 3, 2024

Address: Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
Telephone Nos. (035) 225-2838/225-2838/225-2376/422-7644



Deped Tayo SDO Negros Oriental



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